From: This Week @ EPA
To: This Week @ EPA
Subject: This Week @ EPA - September 18, 2017
Date: Monday, September 18, 2017 11:02:45 AM
Attachments: image010.png
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September 18, 2017

Banner image taken by Stephen Forostiak, Region 3, in Warminster, PA.

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***Fall Photo Call**! Thank you for making our summer photo call another huge success! The fall season is almost upon us. Please share your fall-themed photos with us, and they may appear as the This Week @ EPA nameplate. Send a **maximum of five photos**. Each photo should be horizontally oriented and a minimum size of 300 KB at 72 dpi. Please include the location of the photo in your submission email. Note that by submitting your image, you are giving us the right to use it, with attribution, for agency internal communications purposes, such as in the newsletter, on the agency intranet, and in internal videos. Submission deadline: Sept. 22, 2017. Please submit to: internalcomms@epa.gov. For more information on this photo call, please see our photo call news post. Thanks!*

Senior Leadership Message

Dear Colleagues,

Recently, Administrator Pruitt announced steps to strengthen the agency's attention to several priority issues, including Environmental Justice and the National Environmental Policy Act. These steps include moving the Office of Federal Activities (OFA) and Office of Environmental Justice (OEJ), both of which currently reside in the Office of Enforcement and Compliance Assurance, to the Office of Policy (OP) within the Office of the Administrator. These moves, described below, will enable OP to fulfill its cross-media and cross-agency roles more efficiently and effectively, while also enabling OECA to focus on its compliance assurance and enforcement responsibilities.

OFA leads NEPA reviews within the agency. Moving this responsibility to OP will allow the agency to raise issues to the Administrator for resolution more quickly and expedite reviews and approvals for high priority infrastructure projects, as directed by the President under Executive Order 13766. Similarly, OEJ has responsibility for integrating environmental justice issues into all aspects of EPA's work. Moving this function into OP will allow closer coordination with the OP staff that manages regulatory development for the agency, and with the Office of Sustainable Communities (which will be renamed the Office of Community Revitalization). Bringing the collective resources of these community-driven organizations together will provide a better understanding of local needs and the tools and assistance needed to address them.

Other changes in OP include establishing a Sectors Team that will engage with external partners to develop environmental and public health protection strategies that ensure sensible regulation and support economic growth, as well as other organizational changes that improve OP efficiency and increase staffing for issues that advance OP's core mission and the Administrator's goals.

We are excited about these new opportunities for OP and look forward to working with our many partners across the agency to carry out our vital responsibilities on behalf of the American people.

Samantha Dravis
Associate Administrator, Office of Policy

Hot Topics

Story map highlights EPA's Hurricane Harvey response

Thanks to the help of EPA on-scene coordinators, technical experts, and staff from across the nation, Texas is on its way to recovery from Hurricane Harvey. The story of EPA's response to Hurricane Harvey is captured in a story map, which brings the agency's response to life through maps, images, and descriptions. This story map presents information on several components of the response effort, including:

- use of mobile labs to analyze various pollutants;
- assessments of damage to Superfund sites;
- support for impacted industrial facilities; and
- status of drinking and wastewater systems.

Many thanks to the following team members who developed the content and design for this terrific communications tool:

- Tonia Biggs and the entire Public Information Assist Team of Cary Martindale, Jennah Durant, Ed Mekeel, Leslie Rausher, Jonathan Wang, Bruce Fitch, Cindy Fanning;
- Diane Taheri and Susan Spalding, Regional Emergency Operations Center (REOC) Public Information Officers (PIOs);
- Curtis Carey, FEMA Emergency Support Function-15 PIO;
- Terry White and Austin Vela, Incident Command Post PIOs;
- Lahne Mattas-Curry, HQ Emergency Operations Center PIO; and
- Eric Delgado, Joe Schaefer, and Janine Latham from the National Data Team.

Be on the lookout for a separate story map – currently in development -- on EPA's Hurricane Irma response efforts.

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Early time and attendance entry for pay period ending Sept. 30

The upcoming PeoplePlus 9.2 Enhancement requires early time and attendance submission and approval for early payroll close-out. PeoplePlus will be offline from Sept. 29–Oct. 4 while the system is being upgraded.

Make sure you get paid on time! Employees will receive pay only after they and their supervisors approve their timecards in PeoplePlus. If a timecard is not approved by the deadlines, an employee's pay may be impacted or delayed for two to four days after the time that the employee and approving official submit an approved timecard in PeoplePlus.

For the pay period ending Sept. 30, the deadlines for entering and approving time are as follows:

- **Employees are required to input**, "attest and submit" and "save" **their time** and attendance information in PeoplePlus by 10 p.m. EDT on **Wednesday, Sept. 27**.
- **Supervisors must complete their approvals** of submitted timecards by 10 p.m. EDT on **Thursday, Sept. 28**.
- **For corrections** to prior timecards, **employees are required to input**, "attest and submit" and "save" their corrected time and attendance information in PeoplePlus by 10 p.m. EDT on **Monday, Sept. 25**.
- **Supervisors must complete their approvals of the corrected timecards** no later than 10 p.m. EDT on **Tuesday, Sept. 26.**

After the upgrade, employees will be able to access the previous version of PeoplePlus on the OCFO intranet homepage to make corrections/amendments to timecards from past pay periods.

Submitting and approving timecards in accordance with these deadlines will help minimize impacts on pay and allotments. These actions also will reduce delays in leave adjustments being reflected on employee Leave and Earnings Statements.

If you have questions regarding this schedule, please contact the OneStop Customer Service Help Desk at (202) 564-6236 or HRPAYHELP@epa.gov. For questions regarding the upgrade project visit the Payroll Time and Attendance SharePoint Site.

Diversity Dashboard Report now available for 2017 third quarter

The EPA Diversity Dashboard: Third Quarter 2017 Report is now available. The report provides workforce information for the agency and each of its program and regional offices. It includes information on EPA's demographic diversity as compared to the civilian labor force and on the agency's potential applicant pool for management and Senior Executive Service positions.

Unless otherwise noted, the diversity dashboard employee data are derived from the agency's PeoplePlus personnel data system and include the self-identifications of EPA personnel captured on the Office of Management and Budget approved Applicant Race and National Origin questionnaire. All EPA employees have the option to complete this questionnaire during their new employee orientation. Information found in the diversity dashboard is supplemented by data from the Department of Labor, the U.S. Census Bureau, the Office of Personnel Management, and the Equal Employment Opportunity Commission.

For more information on the diversity dashboard, or EPA's Diversity and Inclusion Strategic Plan, please see the Diversity Dashboard site or contact Michael Nieves, Diversity and Inclusion Coordinator, Diversity, Recruitment and Employee Services Division, OHR.

Constitution Day

Yesterday marked the 230th anniversary of the signing of the United States Constitution. As signed and as it is today, the Constitution unites the states together under a federal government and provides the foundation for our democracy.

As public servants, we swore an oath to support and defend the Constitution. We should take a moment today to reflect upon how important our work is to upholding the Constitution and to remember our nation's remarkable beginnings.

The National Archives organized information and a variety of events to commemorate this historic day. To learn more, visit the National Archives site.

Telephone interpretation in up to 150 languages available to EPA staff

Telephonic interpretation services are available to EPA staff as part of the agency's commitment to improve access to services for persons with limited English proficiency under Executive Order 13166 (PDF) and EPA Order 1000.32. These services are free of charge for EPA program and regional offices.

The telephone interpretation service makes linguists available on live telephone lines within one minute.

The interpretation provider has 150+ languages in which they can provide telephonic interpretation, so if you need telephone interpretation assistance, don't hesitate to ask for help.

For detailed instructions on how to utilize this service, please see the telephone interpretation flyer. If you have questions on this assistance, please contact Brittany Martinez at: Martinez.Brittany@epa.gov or 202-564-0727.

Key Dates

Click on each event below to get more details.
Click on the "Add to Calendar" button to add an event to your Outlook calendar.
If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

Happening This Week:

Sept. 20: Hispanic Heritage Month celebration
Sept. 20: International Environmental Organizations & Online Resources webinar
Sept. 21: ASTM Compass Training webinar

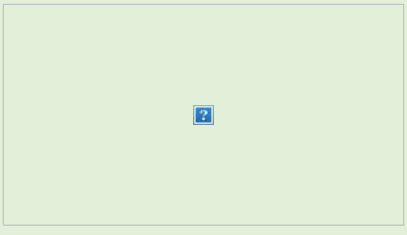
Coming Soon:

Sept. 25: PeoplePlus early closeout: Corrected timecards due (employees)
Sept. 26: International Environmental Organizations & Online Resources webinar
Sept. 26: PeoplePlus early closeout: Corrected timecard approvals (supervisors)
Sept. 26: Revised Section 508 Chapter 5 Software (Including Mobile) webinar
Sept. 27: PeoplePlus early entry: Timecard entries due (employees)
Sept. 28: PeoplePlus early entry: Timecard approvals due (supervisors)
Sept. 30: Mandatory training deadline
Oct. 3: Discovering ProQuest Congressional webinar
Oct. 5: Lean Overview webinar
Oct. 18: Discovering ProQuest Congressional webinar

Video Spotlight

EPA: The Messy Impact of Trash in Our Waters

Common trash from consumer goods makes up the majority of what eventually becomes marine debris, polluting our waterways and oceans. Trash in our aquatic environments negatively impacts local economies, recreational opportunities, and human health. EPA's Trash-Free Waters program is reducing the volume of trash entering U.S. waterways by working with communities, businesses, researchers, and citizens to come up with innovative strategies to keep trash and litter out of the water.



Video length: 1:25

Observance

Hispanic Heritage Month celebration

The Federal Triangle Partnership, consisting of the U.S. Department of Commerce, U.S. Environmental Protection Agency, U.S. Agency for International Development, and U.S. Customs and Border Protection, will present the 2017 Hispanic Heritage Month celebration with the theme "Shaping the Bright Future of America."

The celebration will take place on Sept. 20 in the Dept. of Commerce auditorium from noon to 1 p.m. EDT.

The keynote speaker will be Mr. William Ramos, Deputy Director of the Office of Federal and Regional Affairs at the Executive Office of D.C. Mayor Muriel E. Bowser.

The Master of Ceremonies will be Mr. Ramon Torres, Acting Deputy Director of EPA's Office of Civil Rights.

Phone lines will not be available for this event, but an EPAtv broadcast of the event is planned for 2 p.m. EDT on Sept. 20 and the event is expected to be available via the EPAtv On-demand site after 2 p.m. EDT on Sept. 21.

For additional information on this event, please contact Michael Nieves at (202) 566-1478 or nieves.michael@epa.gov. People needing reasonable accommodations should contact Kristin P. Tropp at (202) 559-0006 or tropp.kristin@epa.gov.

This event is hosted by the Federal Triangle Partnership.

Please see the agency calendar entry for full details on this event.

IT Corner

Windows 10 multiple desktops feature

In the Sept. 5 newsletter, we highlighted the Windows 10 **Task View** feature that allows you to easily access multiple applications you have open. This week, we highlight how you can use **Task View** to create multiple desktops and easily transition between them.

To access **Task View**, click the icon on your **Taskbar**. If you do not see that icon, right-click on your **Taskbar** and enable it by selecting the "Show Task View button" option. You can also access it by pressing the **WIN** key + **TAB** key combo (do not hold either key down). When **Task View** displays, you will see the **+ New Desktop** button in the bottom-right corner. Click it to create multiple virtual desktops that you can place your running applications on.

If you run lots of apps and want to group them appropriately, you can dock them onto each of the virtual desktops that appear at the bottom of the **Task View** screen – just drag and drop the windows onto the desktop of your choice. To switch desktop views, simply click the **Task View** icon or use your **WIN** + **TAB** keys, then select the desktop you want to view.

For additional tips and hotkey combos to help you work with multiple desktops, read the full version of this article.